

Ensemble Video



Teacher Training Manual



Rebecca Wenner
Instructional Technology Specialist
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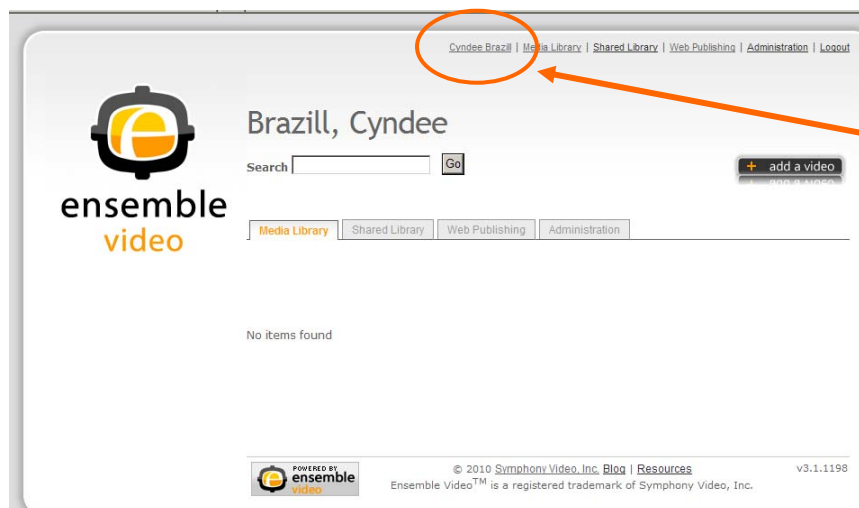


Welcome to Ensemble Video

Ensemble is an easy to use video management system that allows teachers to create, publish, and manage their own “video-on-demand” web pages. Users can have up to 5 differently named video web pages whose content can be shared via a hyperlink to the page, or individual videos can be embedded using the embed code that Ensemble provides once your videos are uploaded. Ensemble supports all video creating technologies and video formats.

Getting Started: Login In

1. Contact **Claudia Reynolds or Becky Wenner** to request an Ensemble account. Please provide how many pages you want created, and what you want your page(s) named (i.e. Mrs. Smith’s Video Page or Fremont Library Video Connections, etc.).
2. Login to Ensemble at: <http://ensemble.cnyric.org/ensemble/app/> (Username and Password will be emailed to you once your account has been created). **Please note:** Website is also listed on the ESMCSD Staff Intranet Resources page.
3. Once you are logged in, your name should be displayed on the page indicating that you have logged in to your account.



4. Click **the link at the top (your name)** to change your password by clicking on the “Change Password” link as displayed below.

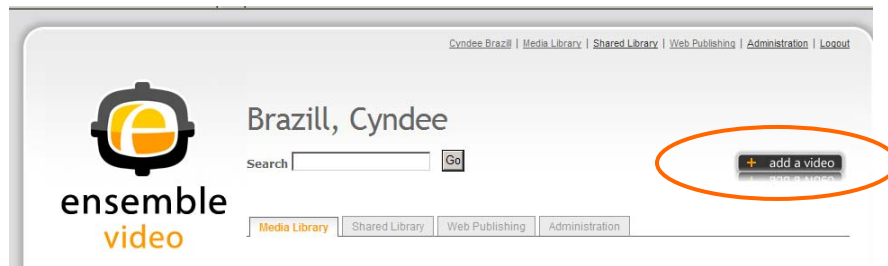


5. Follow the onscreen directions to change your password (*not forgetting to hit the Submit button to save your new password*). Click the “Return to My Account” when you are finished.

A screenshot of the Ensemble Video 'Change Your Password' form. The header area shows the Ensemble Video logo on the left and the title 'Change Your Password' on the right. Below the title, there are three input fields: '* Current Password', '* New Password', and '* Confirm New Password'. Below these fields are two buttons: 'Submit' and 'Return to My Account'. At the bottom, there is a footer area with the Ensemble Video logo, copyright information '© 2010 Symphony Video, Inc. Blog | Resources', and the version number 'v3.1.1198'. A small text line below the copyright states 'Ensemble Video™ is a registered trademark of Symphony Video, Inc.'

Adding a Video

6. Click on the “Add a Video” button.



7. When the following window opens, fill in the blanks with your videos information. Please note that **only the fields with an asterisk are mandatory fields** (the others are optional). Keywords (also known as tags) are words that describe your video and are needed if you want viewers to be able to search for a particular video. Keywords need to be separated by a comma when entered.

A screenshot of the 'Description & Keywords' form in the Ensemble Video application. The form is titled 'Description & Keywords' and includes a 'preview video' button. A note states: '* = required field' and 'Please enter at least the required information below and click "Save and Continue"'. The form contains several input fields: '* Title:' (required), 'Copyright:', 'Genre:' (a dropdown menu with 'Select a Genre' selected), '* Date Produced:' (required, with a date picker showing '5/9/2011' and an example 'ex. 1/1/1900'), 'Description:' (a large text area), and 'Keywords:' (a text area). A 'Save & Continue' button is at the bottom right. The left sidebar shows a menu with 'Switch to Advanced Mode', 'Description' (selected), 'Credits', 'Manage Content', 'Web Publishing', and 'Publish'. The footer includes the Ensemble Video logo, copyright information '© 2010 Symphony Video, Inc. Blog | Resources', and the version 'v3.1.1198'. A note at the bottom states 'Ensemble Video™ is a registered trademark of Symphony Video, Inc.'

8. Click the “Save & Continued” button when finished.

9. Fill in any of the following “optional” fields. If your video was created by multiple people/students and you want to list them under credits, click the “Add Credit” button to add additional names. Click the “Continue” button when finished.

Switch to Advanced Mode

Description

Credits

Manage Content

Web Publishing

Publish

ensemble video

Credits

Test Video for Tutorial

preview video

Enter Video Credits

First Name:

Last Name:

Role:

Organization:

Email Address:

Web Site:

Telephone:

+ Add Credit

My Credits

No credits

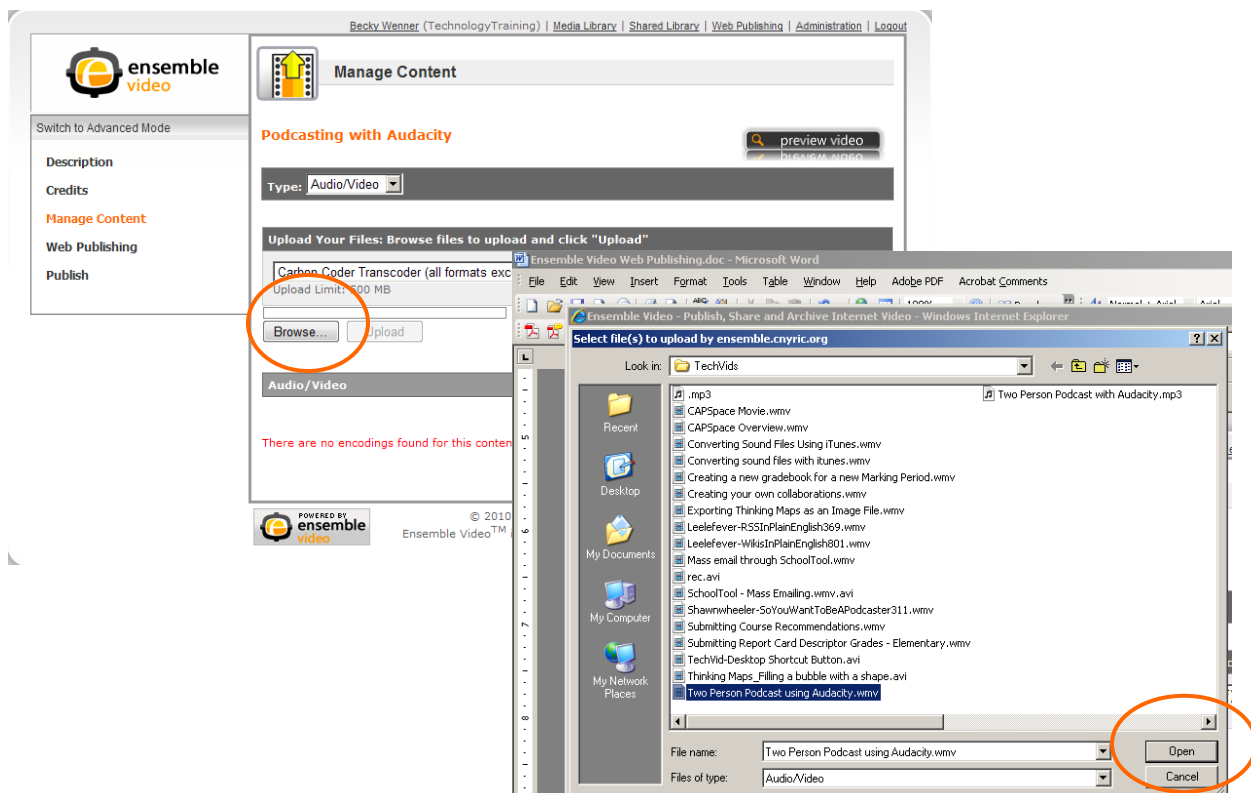
Continue

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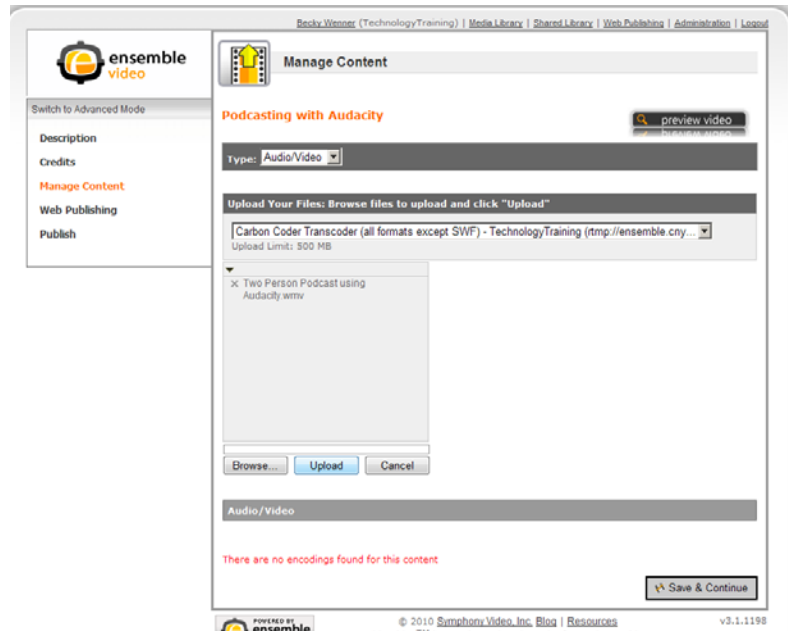
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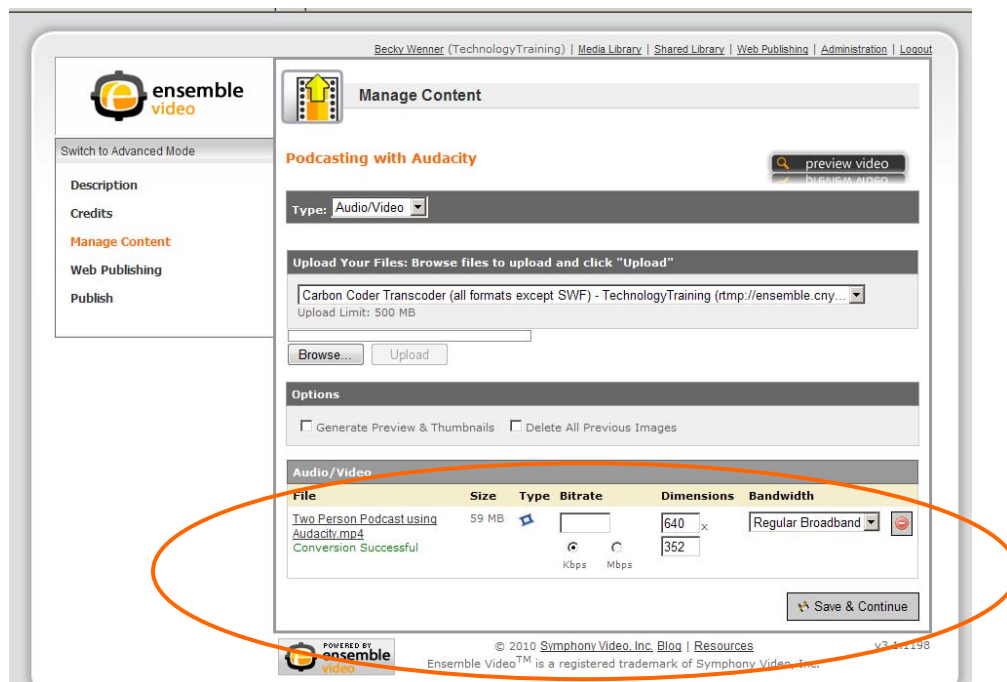
10. When the following window opens, click the “Browse” button to navigate to where the video you want to upload is saved. Find the video, select it, and then click Open.



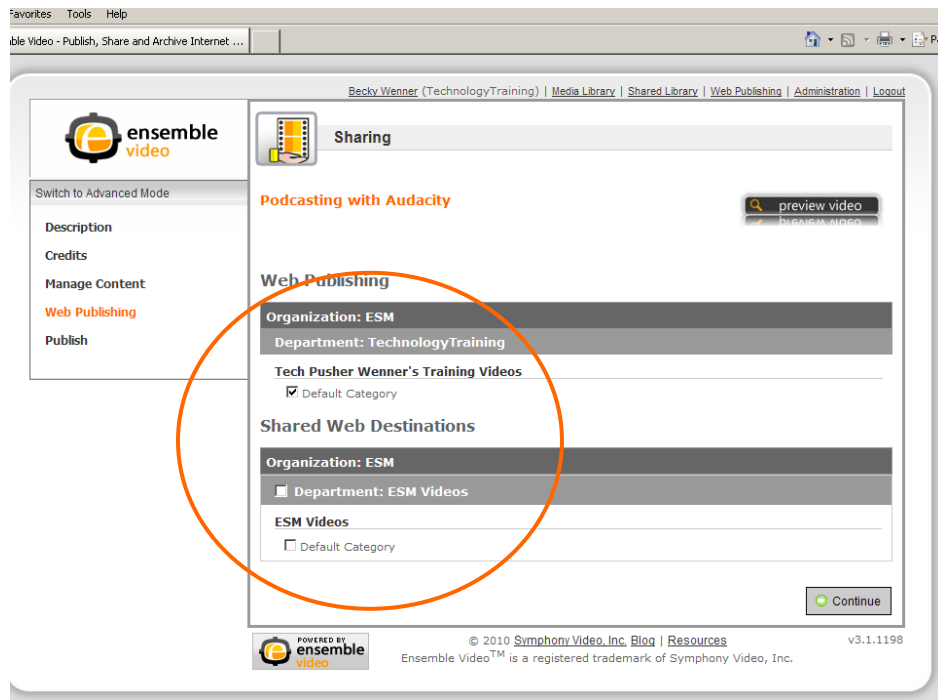
11. From the following window, click the “Upload” button to upload your video.
Depending on the file size, will determine how long it takes to upload your video (approximately 1 minute for every minute of video footage). Be patient.



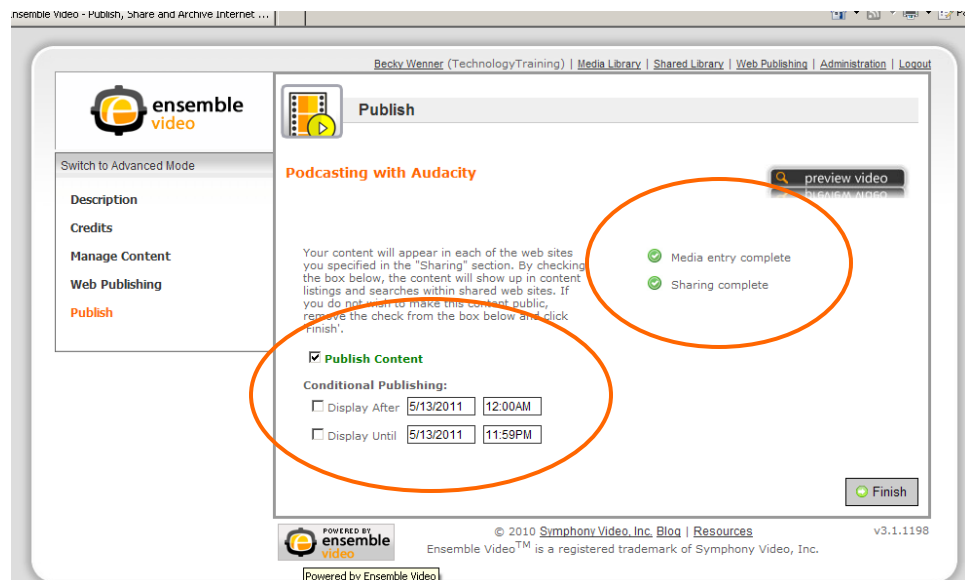
12. When your video finishes uploading, your video name and file information is displayed at the bottom of the following window. Hit the “Save & Continue” button.



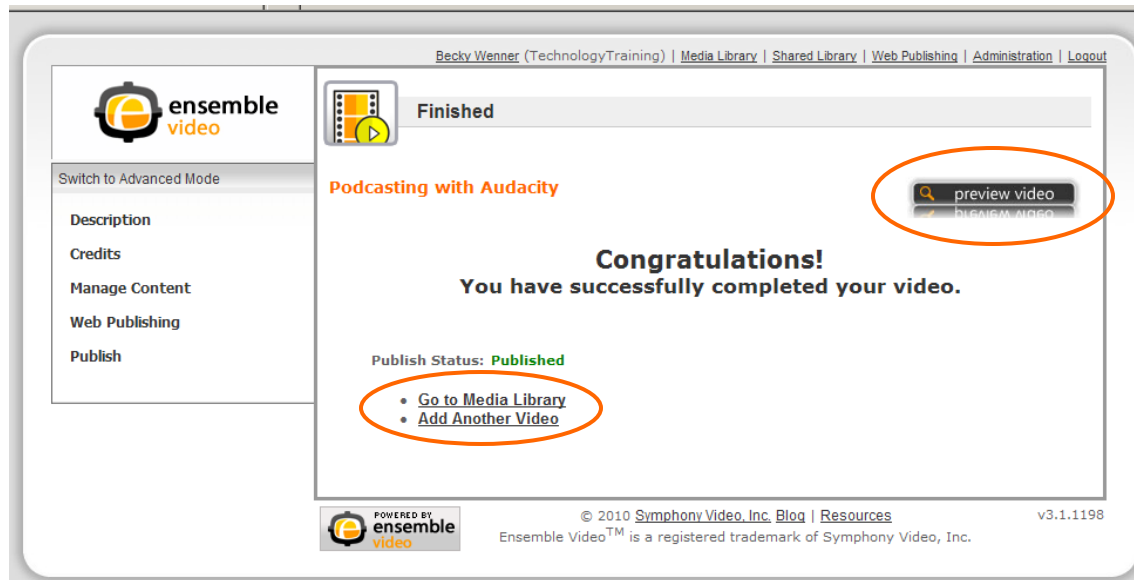
13. Select the webpage that you want your video shared with. The name of your video page(s) should be listed, as well as, ESM Videos. Check the box next to your video page(s), and then if you want to share the video with the ESM Video page, check that box too. The ESM Video page is where Marcia Kelley will pull from if she decides to post videos on the district home page. Click the “Continue” button when finished.



14. If you want your video to be displayed for a certain period of time, use the **calendar feature** as shown below (optional). Confirm that you have green check marks next to “Media Entry Complete” and “Sharing complete”. Click the “Finish” button when done.



15. When the following window opens, and you see the **Congratulations message**, you know your video has successfully uploaded, been converted, and published. From this screen you can then “**preview your video**”, “**Go to your Media Library**”, or “**Add Another Video**”.



Methods of Displaying Your Videos (on Teacher/Classroom Website)

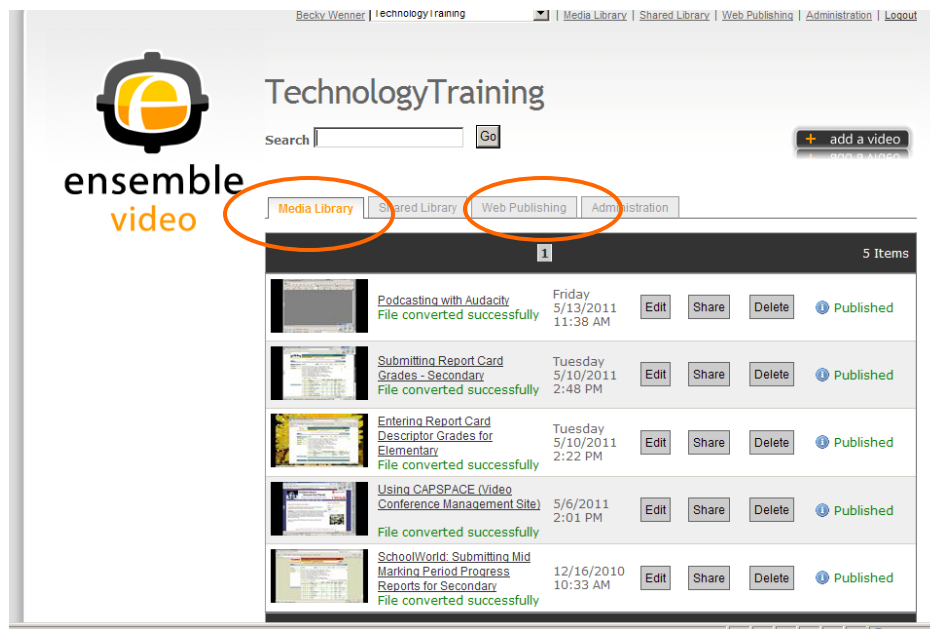
There are **three different** ways you can put your videos on your teacher website:

- Link to your video page(s) where all your videos are listed (users can use the search tool to find particular types of videos).
- Link to individual video(s).
- Embed videos to be displayed directly on a webpage (viewer controlled or auto play).

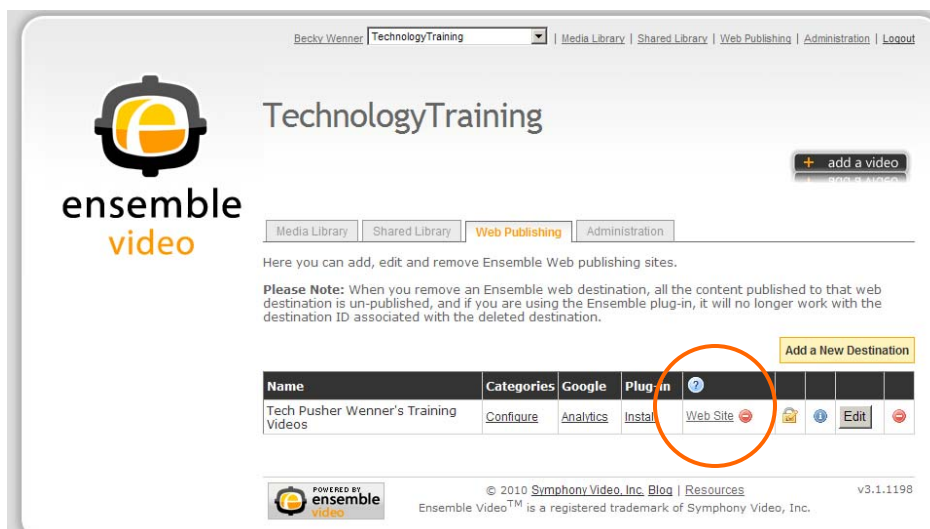
Each process is described on the following pages.

Linking to Your Video Page(s)

1. Go to your **Media Library**. Your library will open displaying your name/account title at the top and all you videos will be listed.
2. Click the “**Web Publishing**” tab.

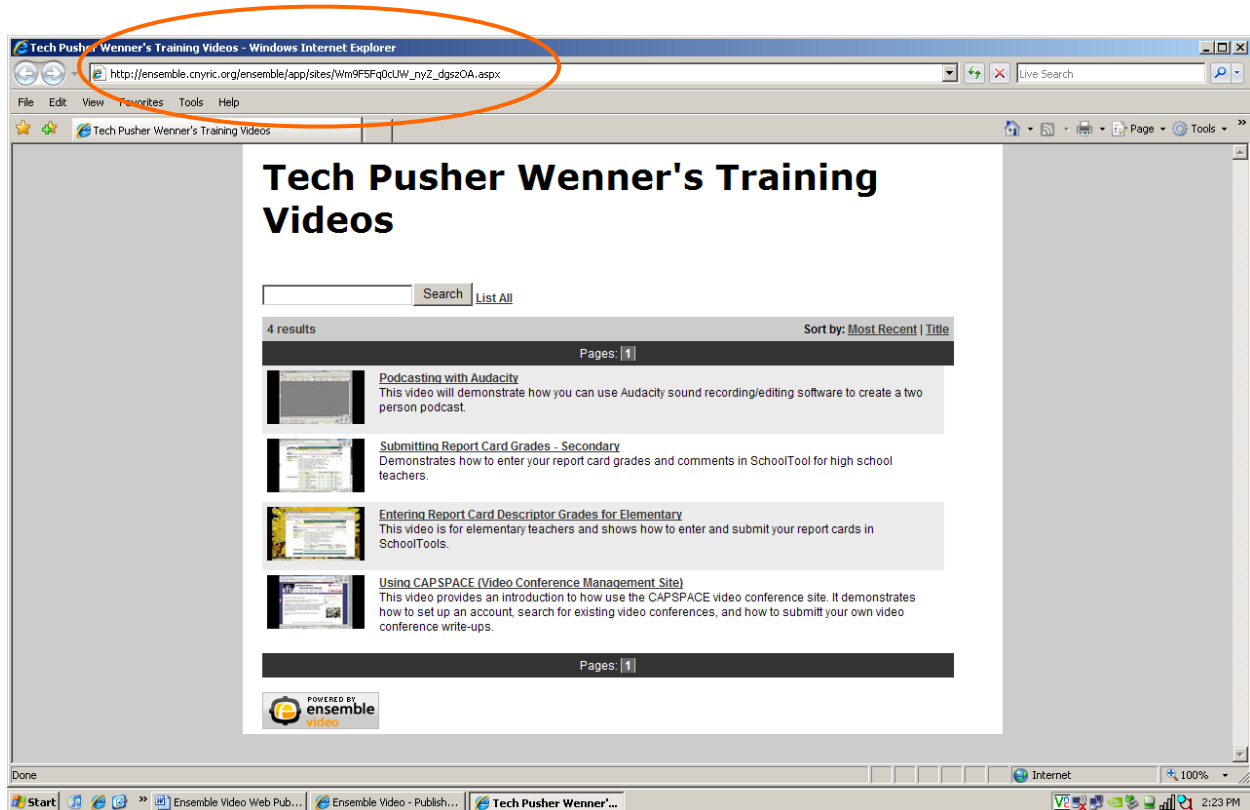


3. The following widow opens displaying all your video pages (*remember you can have up to 5 differently named video pages*). Click the “Web Site” link to the right of the video page you want to link to.



16. Your video page will open.

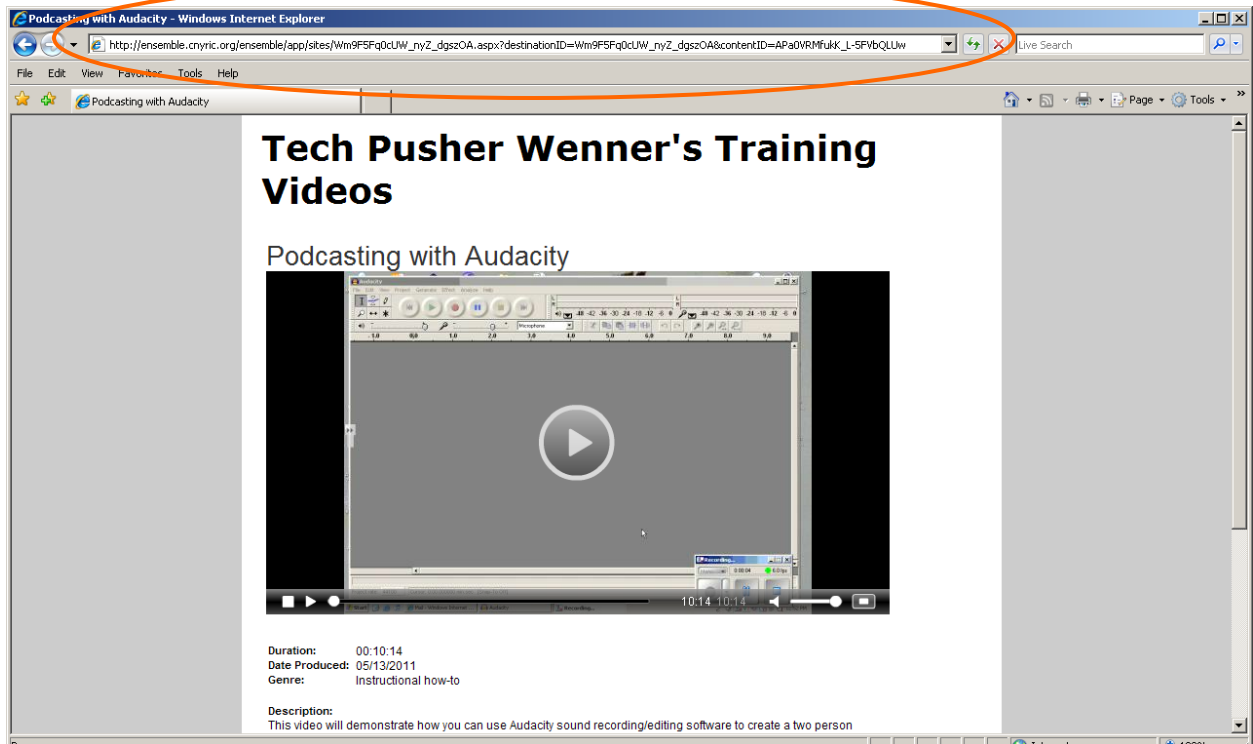
17. **Copy the page's URL** at the top. This is the URL you will use to create the hyperlink off your Teacher/Classroom webpage. (See webpage directions for creating hyperlinks).



Linking to Individual Videos

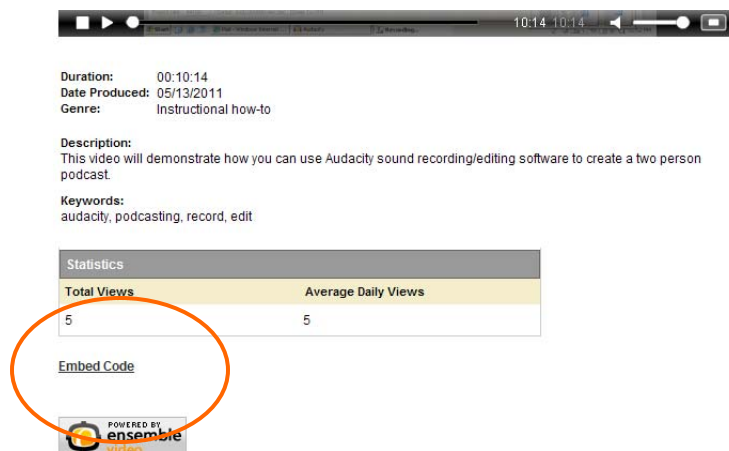
1. Open your video page that is hosting the particular video you want to link to off your teacher webpage (see #3 above).
2. Click the video's title which will open the preview window to play that particular video.

3. When the preview window opens, displaying your video, copy this window's URL. This will be the URL you use to create a link on your Teacher/Classroom Website.

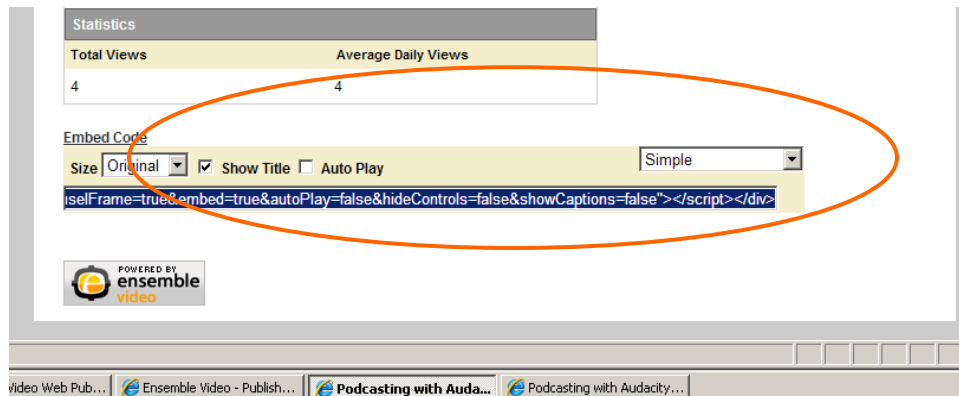


Embedding a Video

1. Preview the video you want to embed as described above under number 2.
2. When the window opens, scroll to the bottom and click on the "Embed Code" link.

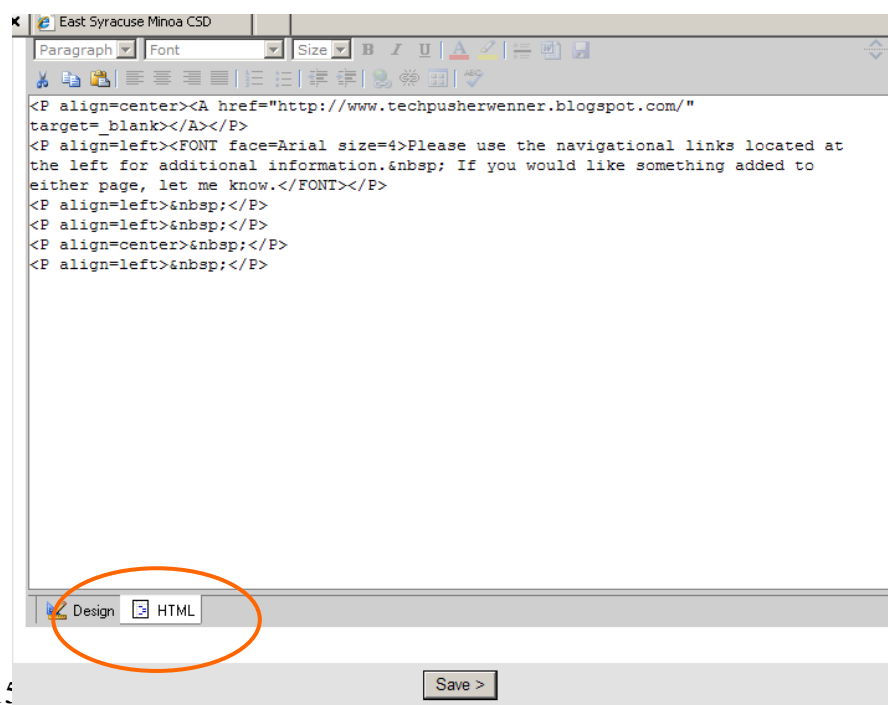


3. Highlight and copy the video's code (***making sure you highlight the entire code in order for the video embed correctly.***)



Other options to consider for video:

- **Show Title** of Video (uncheck the box if you don't want the title displayed.)
 - **Auto Play**: Check the box if you want your video to automatically play when your page is opened.
 - **Size**: Using the Size dropdown menu, choose how large you want your video to be on your page. Original is the size it is when you preview the video in Ensemble.
2. Login to your website and go to the page you want to embed the video.
 3. Click the HTML tab located in the lower left of the webpage (which will switch you from Design mode to HTML mode). Current programming code will be displayed on your page.

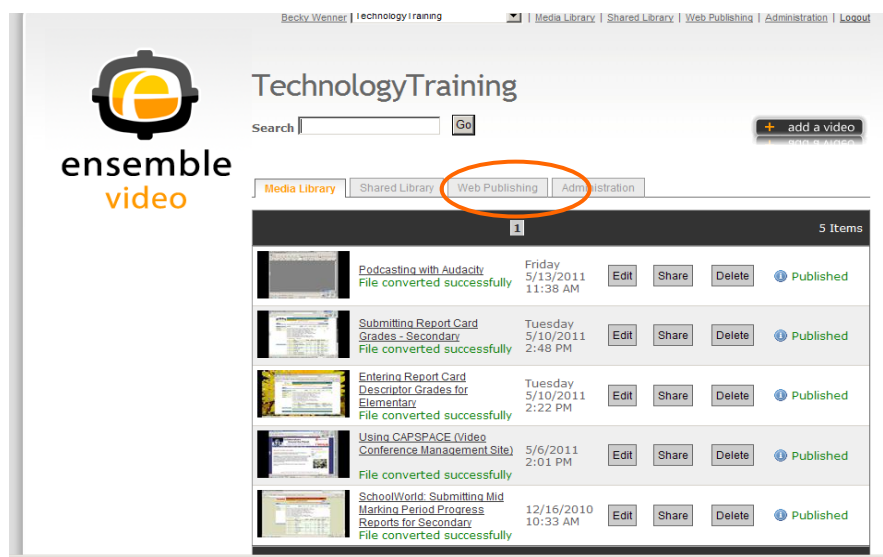


4. Paste the code you just copied from Ensemble on the page where you want your video to be placed.
5. Click the “Save” button to complete.

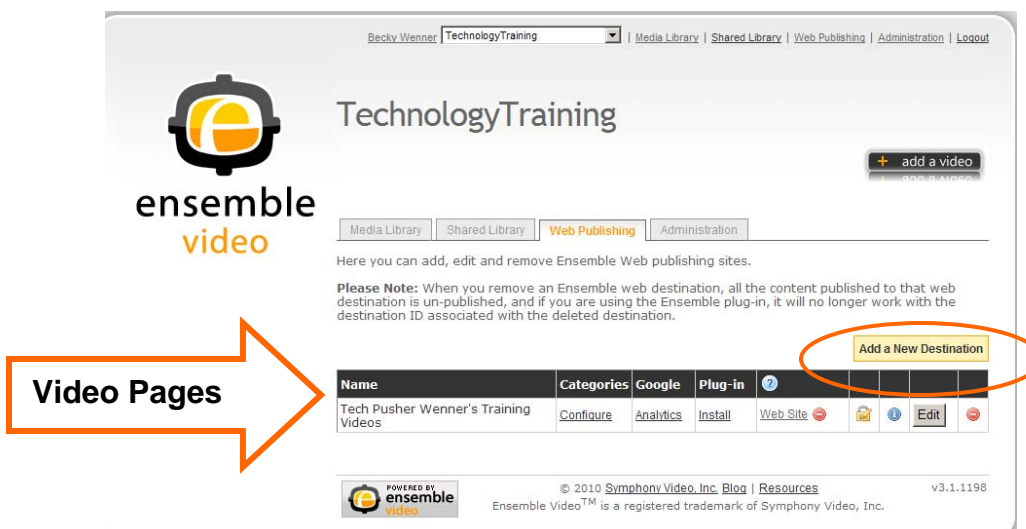
Adding Additional Pages or Changing Your Webpage Titles

You can have up to five differently named video pages (for different topics, classes, etc.). You can edit the title of your pages at any time.

1. From your main menu, click the “**Web Publishing**” tab



2. Your video page(s) will be displayed. To add additional pages (aka Web Destinations), click the “**Add a New Destination**” button.



3. In the space provided, type the name of your new website and click the Add button to when finished.

TechnologyTraining

* - indicates a required field

* Website Name

(e.g., Marketing, Sales, etc.)

Logo URL

(e.g., http://www.mysite.com/logo.gif)

4. Your new video page destination will be listed. Click the “Quick Publish” button to complete the process and provide you with your “Web Site” link.

Becky Wenner | TechnologyTraining | Media Library | Shared Library | Web Publishing | Administration | Logout

ensemble video

add a video

Media Library | Shared Library | Web Publishing | Administration

Here you can add, edit and remove Ensemble Web publishing sites.

Please Note: When you remove an Ensemble web destination, all the content published to that web destination is un-published, and if you are using the Ensemble plug-in, it will no longer work with the destination ID associated with the deleted destination.

Add a New Destination

Name	Categories	Google	Plug-in			
SchoolTool How-To Videos	Configure	Analytics	Install	Quick Publish	Edit	
Tech Pusher Wenner's Training Videos	Configure	Analytics	Install	Web Site	Edit	

POWERED BY ensemble video

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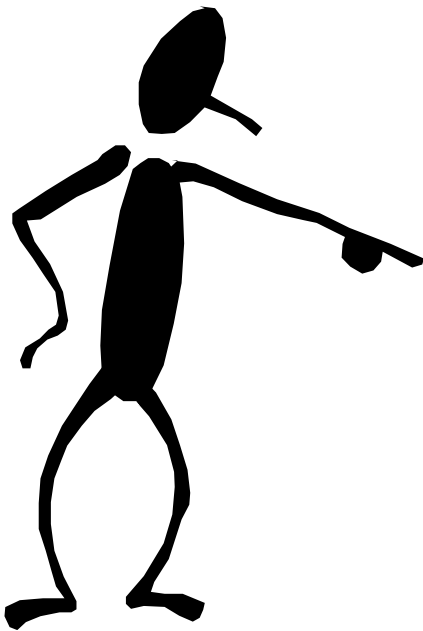
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5. If you want to change the name of an existing web page, click the “Edit” button to the right of the page you want to edit. Make your changes and then click the “Update” button when finished.
6. **To delete one of your pages** click the delete button (red circle) to the far right of the page you want to delete (keep in mind that any videos hosted on this page will also be deleted).

Visit [Ensemble's Resource's Page](http://www.ensemblevideo.com/videoplatform/resources.aspx) for additional training materials and videos!!

<http://www.ensemblevideo.com/videoplatform/resources.aspx>



In addition to videos, what else can you upload?

Images

Audio files (podcasts)

Have your video page be the one-stop shop for all your media resources!!